CORSHAM AND LACOCK CHURCHES

WEBSITE USER GUIDE

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WEBSITE USER GUIDE

This guide is intended to help you add or manage existing content on the Corsham and Lacock churches website.

1. Website Description

1.1 The Corsham and Lacock Churches website uses software called "Word Press" which is relatively simple to work with. Information is contained in either Pages or Posts: Pages contain content that is long term, such as the Men's' Group programme for 2014, whereas Posts contain information that is short term, like notices or news about a forthcoming event. Text, documents and media such as pictures, slideshows or videos can be added. A high level menu system is fixed but adding pages under the menu system automatically updates it. The High level menu topics are:

- Home – an introductory page containing a welcome message, a slideshow and the latest 2 news items.
- News – an area intended for news items (usually posts); it currently has sub-pages for our various publications and for the Rector's news.
- Churches – this area has pages for each of our 5 churches and sub-pages for their related information.
- Services – whilst the main Sunday services are found under the Churches heading this area gives details of Special services, like the team 7 o'clock service or Early Birds, and any midweek services.
- Activities – this area lists the many activities and events within the team.
- Life Events – currently this area contains only the Marriage Information Pack but is likely to expand to cover baptisms.
- Contact Us – details of how to contact the clergy, the team administrator and the various team church wardens.
- Useful Info – an area giving links to other related websites and organisations.
- Flame of Hope – an area devoted to the two Flame of Hope missions we ran .
- Users – an area containing user documents and a facility for test pages.

2. What can you do

2.1 As a user (Editor) you are permitted to place or modify content on the website. You can add information in one of two ways: By adding Pages – to display content that is long term, or by adding Posts – to display information that is short term. You can also change or delete any existing information. The manner in which the information is added, changed or deleted is much the same regardless of which type of input, i.e. Pages or Posts, you are using. This will be described in detail the "Add Pages" section and any differences will be highlighted in other sections Adding pages will automatically adjust the sub menus. Please act responsibly and only make changes to pages or topics for which you have responsibility.

2.2 The structure (architecture) of the site is controlled by the St. Bart's Admin & Comms bubble who will maintain an oversight of the content to ensure standards and the correct operation of the website. If you require any changes which you cannot make with your level of access please send an email with details of your need to admin@corshamandlacockchurches.org.uk. (Referred to from now on as "admin@" – it's shorter to type!) We will endeavour to reply as soon as possible.

2.3 The website also contains a Google Calendar which can also be changed by users: more on this at the end of this document.

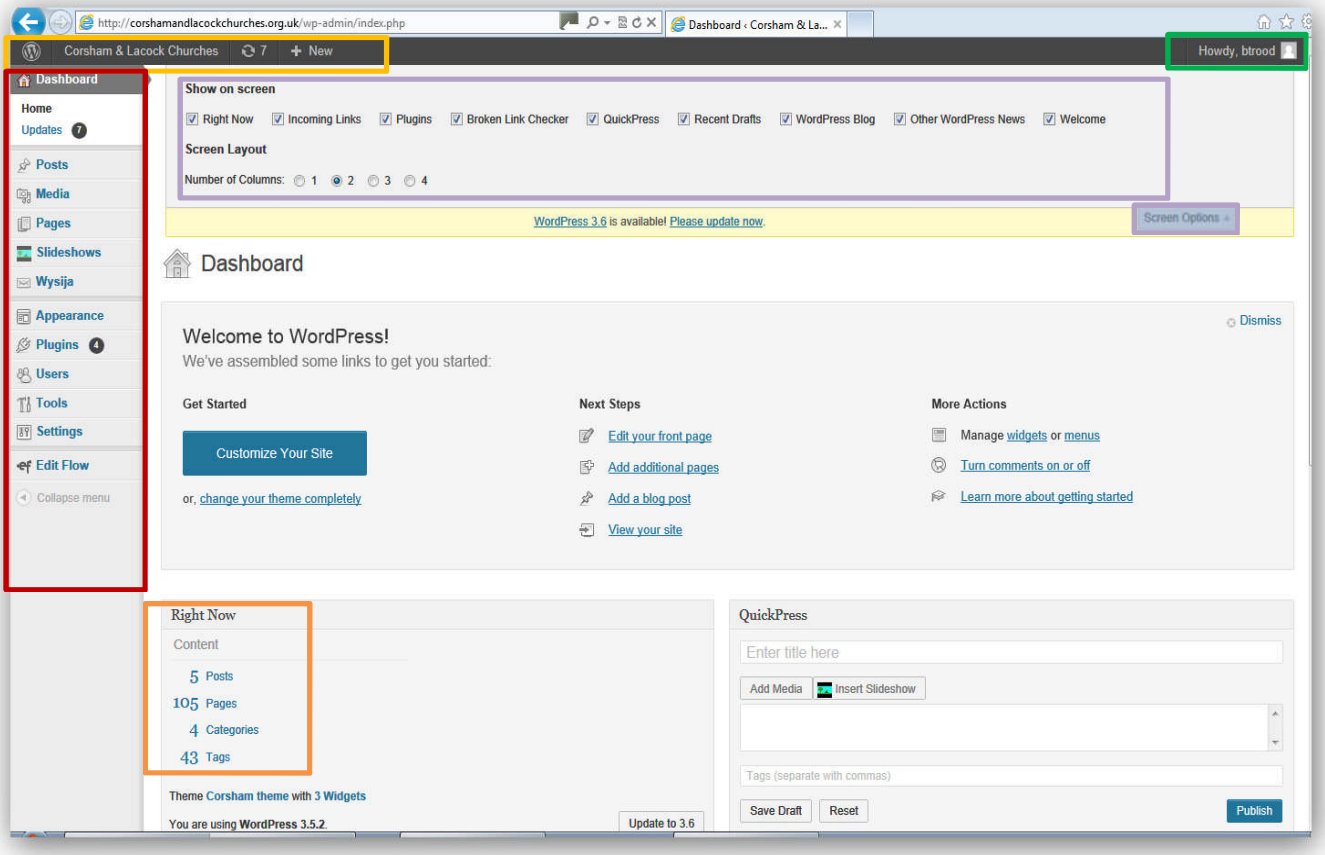
Conventions in this document:
Text in **BOLD TYPE** indicates a field or button on the screen.
Text in *italics* indicates a mouse or keyboard activity.
Text in blue and underlined – e.g. www.corshamandlacockchurches.org.uk indicates text to be entered.

3. Getting Started

3.1 Before you can add or edit content on the website you will need a user name and password – these can be obtained by sending an email to the website administrator at admin@ stating “Website User Access request”.

3.2 Once you have received your user name and password you can then log-in to the editing element of the website. Open your normal internet browser and enter www.corshamandlacockchurches.org.uk/wp-admin in the address field. You many also click on the link on the users page . In either case you should be presented with the screen below; enter your username and password in the appropriate boxes.

3.3 Once you have successfully logged in you should be presented with the Word Press “Dashboard” – similar to the screen shot below – however, this may look slightly different depending upon your browser settings.



3.4 The principle parts of the dashboard you will need to use are described below; If you are unsure what to do at any time please consult the relevant section of this guide or seek assistance from admin@ rather than struggle or risk causing a problem.

4. Dashboard

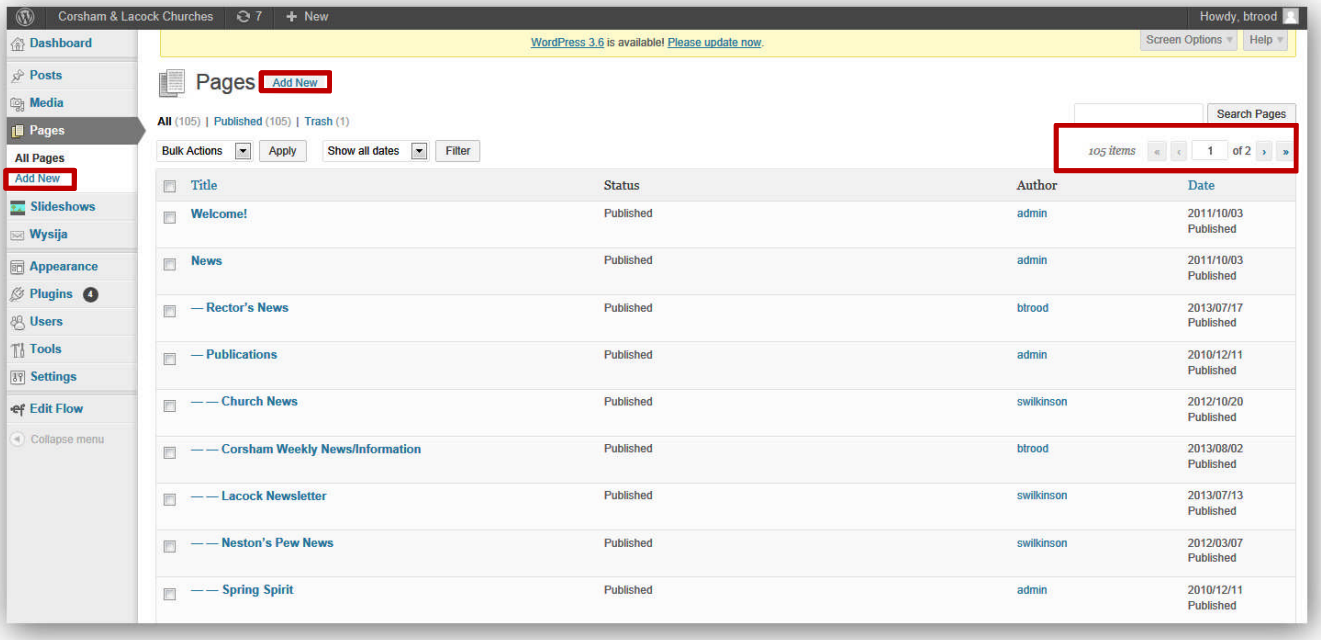
- The Dashboard menu – outlined in RED allows you to select what sort of information you are changing – Posts, Pages, Media, Slideshows – and for the purpose of this guide this is the area to which you will be directed. There are other ways to perform the same tasks and these will be given in the appropriate sections.
- Show on Screen - outlined in LILAC - this allows customisation of the dashboard to hide those elements you do not wish to see. For example, if you remove the tick from beside the "welcome" box the section entitled "Welcome to Word Press" will be hidden. You can also hide this bar by clicking on **SCREEN OPTIONS.**
- Right now – this shows how many pages, posts etc. currently make up the website.
- Word press menu – located in the top right corner and outlined in YELLOW
    - this contains additional information on word Press – just *hover* your mouse cursor over the symbol.
    - A "Corsham and Lacock Churches" label – *clicking* on this will return you to the main website – but still in an edit mode. Use the "back" button on your browser to return to the dashboard.
    - Ignore the round-a-bout symbol – this just indicates which updates have been added.
    - + NEW – this is an alternative means to add new pages etc; *Hover* your mouse cursor over this to select what type of content you are adding.
- "howdy……." – highlighted in Green, allows you to edit your profile and to LOG OUT.

If this is your first time using Word Press you may practice by creating temporary pages or posts. Please entitle any test pages/posts as "(name)'s Test Page" or "(Name)'s Test Post" and remember to delete them afterwards.

So let's get started!

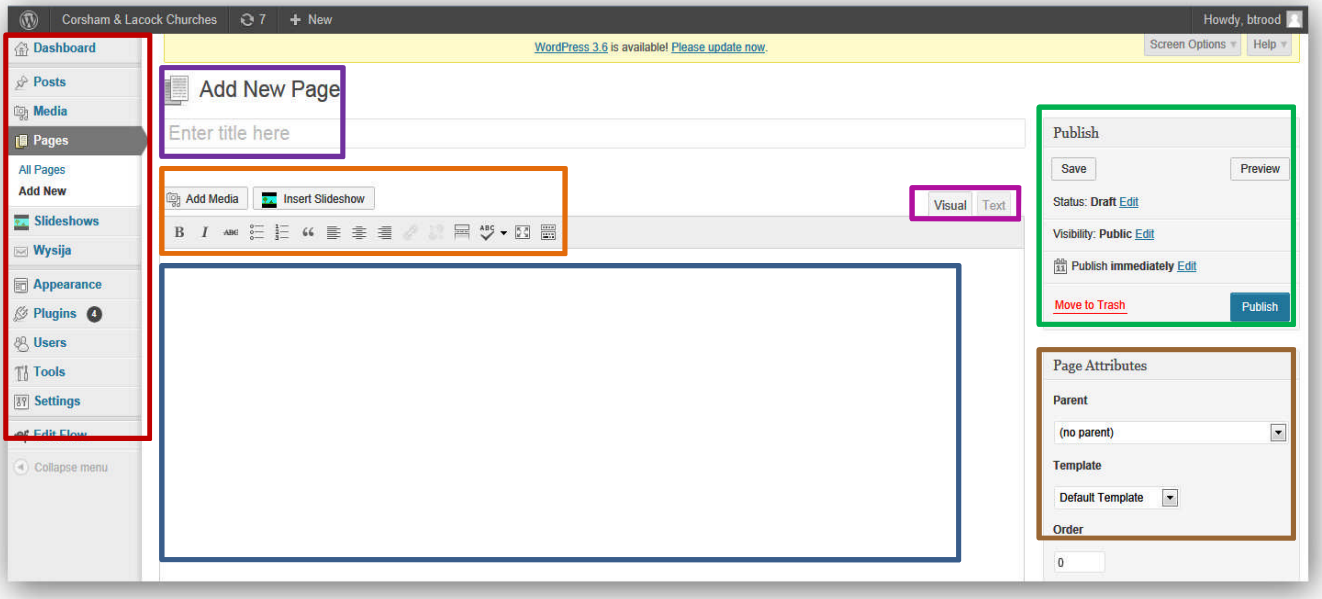
5. Adding a New Page

5.1 To add a new page *left click* on **PAGES** the Dashboard menu and you should be presented with the following screen:



5.2 Some displays may be a continuous list whilst others may split the screen into a number of pages; if the latter use the arrows (top left) to change pages.

5.3 To add a new page either *left click* on **ADD NEW** in the Dashboard menu or on the text beside the Pages title. You should see a screen similar to this:



5.4 The main elements of the Add Page view are described below:

- The Dashboard menu outlined in RED remains visible with PAGES highlighted to indicate where you are.

- Add New Page in PURPLE confirms which part of the pages area you are in and gives the option to enter a page title.
- The ORANGE box contains buttons to allow adding of Media or Slideshows as well as icons similar to most word processing software to allow manipulation of the text. You may see one or two rows depending upon settings. The use of these will be explained more fully a little later.
- The main text entry area is show in BLUE.
- Visual/Text tabs shown in PINK switched the edit view between a user friendly view of what will be seen (Visual) or a coded view (Text). It is recommended you always use the Visual view.
- The publish section outlined in GREEN has two main elements. At the top of the area the status of the page is shown – we are adding a new page so the status shows Draft – if we were editing this would show Published as the page will have been previously made live (published). There is also a **PREVIEW CHANGES** which allows you to view the new page before it is committed to the live website by pressing the big blue **PUBLISH** button.
- Page Attributes, outlined in Brown, provides details of the page itself; in particular the Parent shows to which main page this sub-page is related (e.g. the Publications sub-page is related to the main News Page) and determines how the menus are derived; the Template should always show "default"; and the order determines where in the menu the page appears – by default this is arranged alphabetically but by changing the number this can be overridden, 0= top, 1 = second and so on.

5.5 Adding text:

- Firstly give the page a suitable title – remember if this is a test to name it so.
- Confirm you have selected the **VISUAL** tab.
- Enter your text – the software will automatically word wrap.
- Ensure you have related the page to a parent page.
- *Left Click* on **PREVIEW CHANGES** to see what it will look like when published.
- If no further changes are required – *click* **PUBLISH**

5.6 Modifying the text:

The function of each of the icons in the Text Ribbon is given below; many of these are similar to common word processing software function and icons:

First or only line:

- **B:** Make the text Bold. Just *select* your text by highlighting as you would in your word processor and then *click* on the B icon.
- ***I*:** Convert the text to italics. Again *select* your text by highlighting as you would in your word processor and then *click* on the I icon.
- ~~**ABC:**~~ This icon is used to strikethrough text yet keep it visible.
- Bullets: The next 2 icons are for bulleted or numbered lists
- The **BlockQuotes** icon italicises and centres text on that line.
- Alignment: The next 3 icons deal with positioning of the text, Left, Centred or Right aligned.
- Link/Unlink: These 2 icons allow you to create or remove hyperlinks to other pages or areas on the website – this is explained more fully later.
- Insert more tag: This is used, especially in posts, where you only what a high level short statement to interest the reader and invite them to read on if they wish. This is especially useful in posts.
- Spell Checker
- Distraction free mode: simply removes the menus and other information and allows you to type on a clear screen.

- Show/Hide Kitchen Sink: Adds a second line of icons for enhanced functions

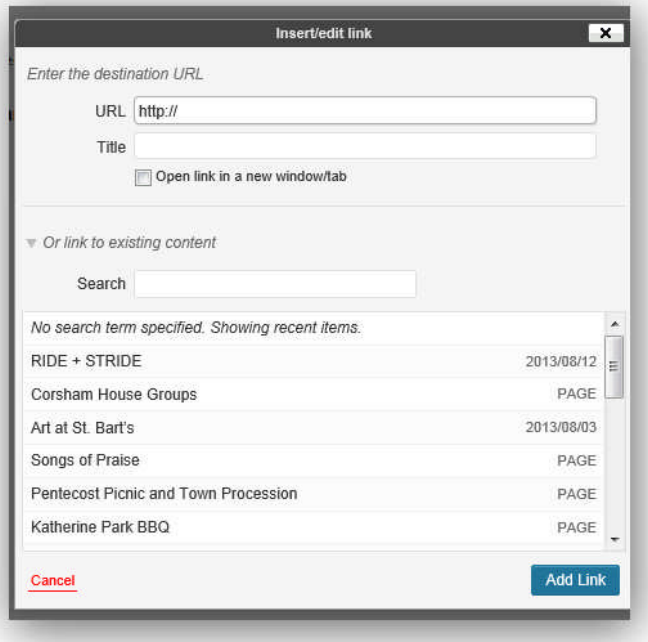
Second line (when made visible)

- Paragraph: allows you to select the paragraph style.
- Underline: Underline selected text (similar to bold)
- Full Align: Align the text fully across the page
- Text Colour: Select the text colour – most RGB colours are supported
- Paste as plain text: this allows text to be pasted from the clipboard into the page but with the default formatting (text type, size etc.) of the page
- Paste from Word: This option allows Text from Microsoft Office Word documents to be pasted from the clipboard retaining its formatting.
- Remove formatting: highlight any formatted text, then press this icon to remove it (e.g. from Bold to normal text).
- Insert Custom Character: Similar to Symbols command in Word and allows other characters to be inserted into the text.
- Indent: indents the text.
- Undo: the previous action can be undone.
- Help.

6. Adding Links

6.1 This feature allows you to highlight certain text that, when selected by a someone viewing the site, will link them to another part of the website. For example: on the home page beneath the slideshow is some text giving a welcome and within the paragraph there is some blue text (e.g. Rector's News) which is a hyperlink that will re-direct the viewer to the page containing the Rector Writes articles.

6.2 To insert a link *select* the text to form the link and then press the chain icon. You should see the following window appear:



6.3 If the link is to an existing page in this website select it from the list (you may need to scroll down the list of pages) or enter some search parameters. *Click* on the page and it will be entered into the boxes at the top. If the link is to an external website you will need to enter the URL (website address) in the box at the top. When done *click* **ADD LINK**. You will return to your page and your chosen text will be highlighted.

6.4 Recommendation: Before publishing this page *Left Click* on **PREVIEW CHANGES** (top left) to display the page as it will appear on the live website and click the blue text to make sure the required new page or site appears.

7. Adding Media

7.1 You can upload and insert media (images, audio, documents, etc.) by clicking the Add Media button. You can select from the images and files already uploaded to the Media Library, or upload new media to add to your page or post. If you remove an article containing media please remember to also delete that media from the library.

7.2 If the media required is already on the website *click* **MEDIA LIBRARY** to display all the media. You may need to scroll down to find it. Select the media by clicking on the picture – a tick will appear on it in the top RH corner. On the left details about the media will appear. Change as necessary (including the caption). The standard for pictures on our site is alignment = Left and size = thumbnail (this picture will expand if a viewer click on it). When satisfied, *click* **INSERT INTO PAGE.**

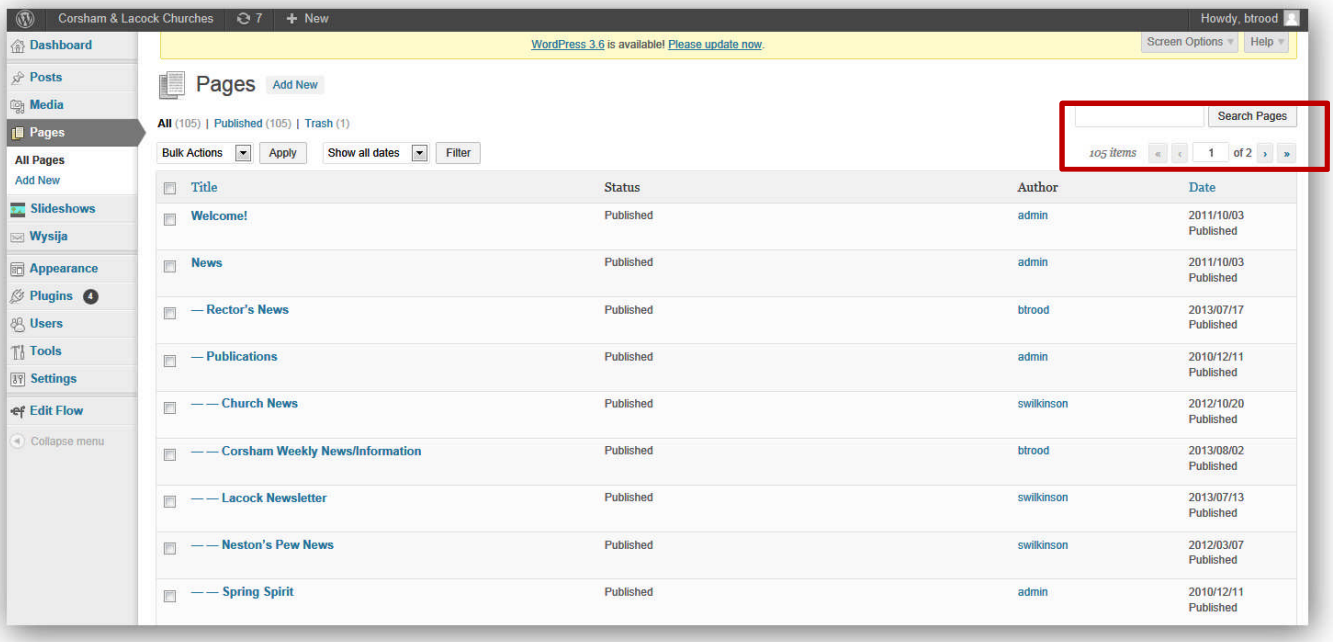
7.3 If the media is NOT already in the library it must be added. If not already showing a Select Files box, press Upload files to display this screen. Click on the Upload files box (note max size of any one item of media is 8Mb). The software will open a Windows Explorer or file window on your computer. Select the file(s) you wish to upload and click Open or OK. You will then see the media library window displayed with a box and a grey bar top left – and a status bar top right. It will take some time to upload the files so be patient until the picture is displayed. If you are uploading a document or a .pdf file this will appear as an icon and a file name and will be inserted as a hyperlink.

7.4 To create a gallery of images specific to a page, select the images to add and click the “Create a new gallery” button. You can select from the images and files already uploaded to the Media Library, or upload new media to add to your page or post.

8. Editing Pages.

8.1 To edit an existing page left click on PAGES the Dashboard menu and you should be presented with a list of pages similar to that below:

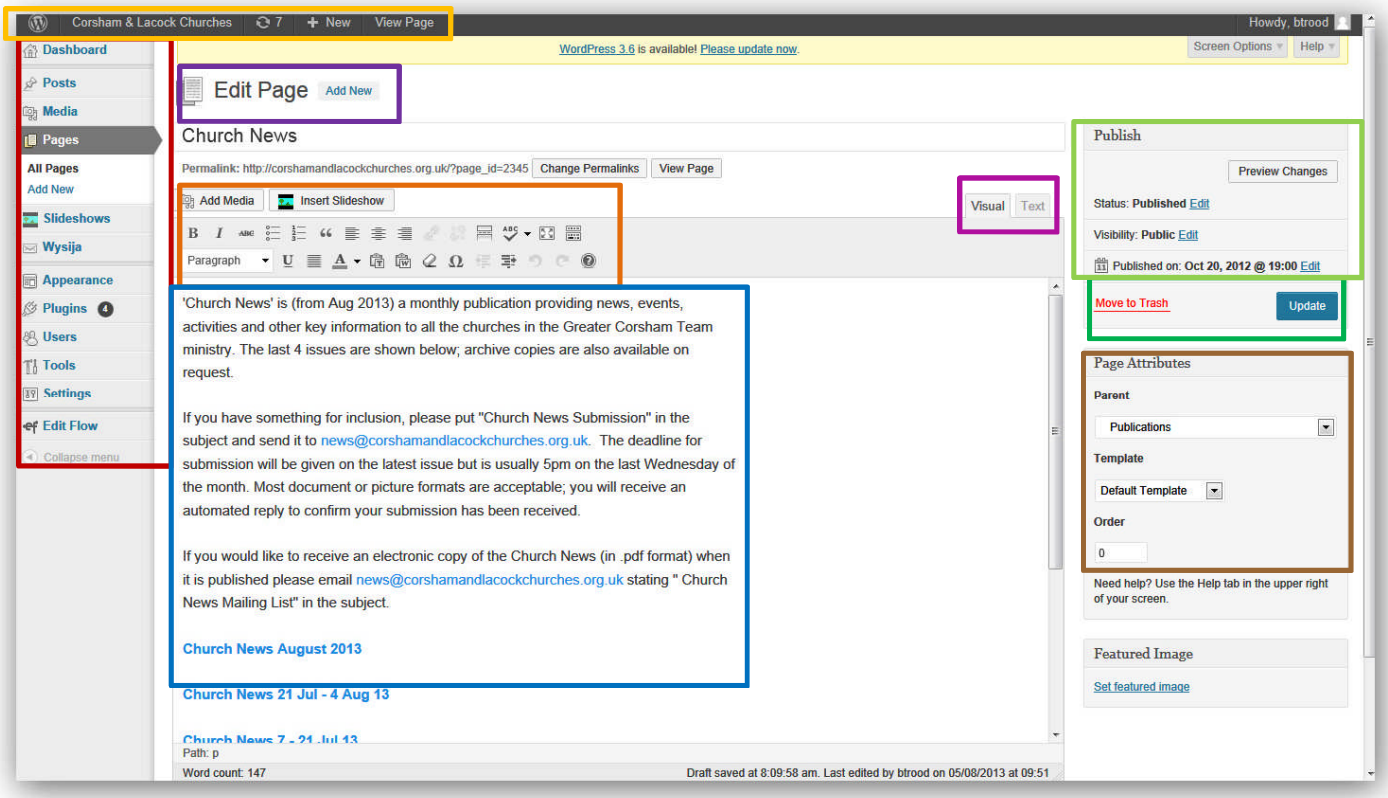
8.2 Some displays may be a continuous list whilst others may split the screen into a number of pages; if the latter use the arrows (top left) to change pages. Select the page you wish to change by *hovering* the mouse cursor



over the page title: you should then see some options appear: Edit¦Quick Edit¦Trash¦View.

- EDIT – will give a page display in which you can change information; this will be described in a moment.
- Quick Edit – only allow certain information to be changed like the title but not the actual content. You should not need to use this selection.
- Trash – equivalent to Delete.
- View – allows you to view the page in question as though you were on the main website.

8.3 To edit a page *left click* on **EDIT** in the Dashboard menu; you should see a screen similar to that below. If you have clicked on the View option you will note that at the top of the screen in the Word Press menu area a new item "Edit Page" has appeared as an option. Also at the foot of the text on the page (you may have to scroll down to see it) you should also see an **EDIT** button. *Left Clicking* on either of these will go to the same screen as if you selected **EDIT** from the Dashboard menu.


Corsham & Lacock Churches
7
New
View Page
Howdy, btrood
Dashboard
Posts
Media
Pages
All Pages
Add New
Slideshows
Wysija
Appearance
Plugins
Users
Tools
Settings
Edit Flow
Collapse menu
WordPress 3.6 is available! Please update now.
Screen Options
Help
Edit Page
Add New
Church News
Permalink: http://corshamandlacockchurches.org.uk/?page_id=2345
Change Permalinks
View Page
Add Media
Insert Slideshow
Visual
Text
Paragraph
'Church News' is (from Aug 2013) a monthly publication providing news, events, activities and other key information to all the churches in the Greater Corsham Team ministry. The last 4 issues are shown below; archive copies are also available on request.
If you have something for inclusion, please put "Church News Submission" in the subject and send it to news@corshamandlacockchurches.org.uk. The deadline for submission will be given on the latest issue but is usually 5pm on the last Wednesday of the month. Most document or picture formats are acceptable; you will receive an automated reply to confirm your submission has been received.
If you would like to receive an electronic copy of the Church News (in .pdf format) when it is published please email news@corshamandlacockchurches.org.uk stating " Church News Mailing List" in the subject.
Church News August 2013
Church News 21 Jul - 4 Aug 13
Path: p
Word count: 147
Draft saved at 8:09:58 am. Last edited by btrood on 05/08/2013 at 09:51
Publish
Preview Changes
Status: Published Edit
Visibility: Public Edit
Published on: Oct 20, 2012 @ 19:00 Edit
Move to Trash
Update
Page Attributes
Parent
Publications
Template
Default Template
Order
0
Need help? Use the Help tab in the upper right of your screen.
Featured Image
Set featured image

8.4 The main elements of the Edit Page view are described below:

- The Dashboard menu in RED remains visible with PAGES highlighted.
- The Word Press menu in YELLOW also remains visible but a new option of "View Page" has been added to allow you to see the current information before it is changed.
- Edit Page in PURPLE shows you where you are and also gives the option to add a new page (we'll deal with adding pages later).
- The Text ribbon in Orange contains icons similar to most word processing software to allow manipulation of the text. You may see one or two rows depending upon settings. These will be explained a little later.
- The main text entry area is show in BLUE.
- Visual/Text tabs shown in PINK switched the edit view between a user friendly view of what will be seen (Visual) or a coded view (Text). It is recommended you always use the Visual view.

- The Publish section in green has two main elements. The area in the lighter green will show the status of the page – we are editing here so the page has been previously published – if it was new the status would show draft. There is also a **PREVIEW CHANGES** which allows you to view the changed page before those changes are committed to the live website by pressing the big blue **UPDATE** button.
- Page Attributes, outlined in Brown, provides details of the page itself; in particular the Parent shows to which main page this page is related (e.g. the Publications page is related to the News Page) and determines how the menus are derived; the Template should always show "default"; and the order determines where in the menu the page appears – by default this is arranged alphabetically byt changing the number can override this, 0= top.

8.5 To edit text, add media and change formatting just follow the instructions in the modify text paragraphs of the Add Pages section.

9. Adding Slideshows

9.1 We don't suggest you use this feature unless you are familiar with Word Press. Please seek assistance from admin@.

10. Posts

10.1 Adding and editing a post is very similar to that for a page. From the dashboard select Posts; a list of existing posts will be displayed. Hovering over a post title you will see the same options as for Pages: edit¦Quick Edit¦Trash¦View. Additionally you should note that a Post can be assigned a Category and have a Tag – these help with searching.

10.2 Add or edit a post in the same way as you would a page. However before publishing posts to the website consider entering a category and a Tag (you may need to scroll down to see the tags element).

11. Archiving

11.1 We have created a facility to archive posts and pages to make it easier to re-create them; this is very useful for regular events such as annual activities, or periodically repeating notices.

11.2 To archive an item it must already have been published.

- Select your post or page and enter the edit mode.
- In the PUBLISH section against STATUS *click* on **EDIT.**
- Select **ARCHIVED.**
- Then *click* on **PUBLISH.**
- The post/page remains visible in the editing mode but will not appear on the live website. *(for example the Art at St Bart's post is archived and is displayed when a list of posts is shown but its status is given as Archived).*

11.3 To re-publish a post/page

- Select your post or page and enter the edit mode.
- Make any changes in the text for dates etc.
- In the PUBLISH section against STATUS *click* on **EDIT.**
- *Select* **DRAFT.**
- Still in the PUBLISH Section *click* on **EDIT** against the PUBLISHED ON: item
- Change the date to today's date. *This is important as Posts are displayed in the NEWS section in date order, latest first. If you do not change the date your amended post will appear at the bottom of the current news items.*

- *Left Click* on **PREVIEW CHANGES** to see what it will look like when published.
- If no further changes are required – *click* **PUBLISH**

12. Log Out

Once you have completed you activities please remember to log out: *Hover over* the top left where it says "Howdy……." And additional options will appear, the last of which is LOG OUT. Click here and await the confirmation message before closing your browser.

Please ensure that any content placed on the website conforms to the Acceptable Use Policy *(which you can find on the Users page along with the latest version of this guide).*

We hope this guide has been helpful. Please advise us via admin@corshamandlacockchurches.org.uk if you find difficulty in following the guidance or can suggest improvements.

Appendix A - Calendar

The calendar is displayed on the top right of the Home page.

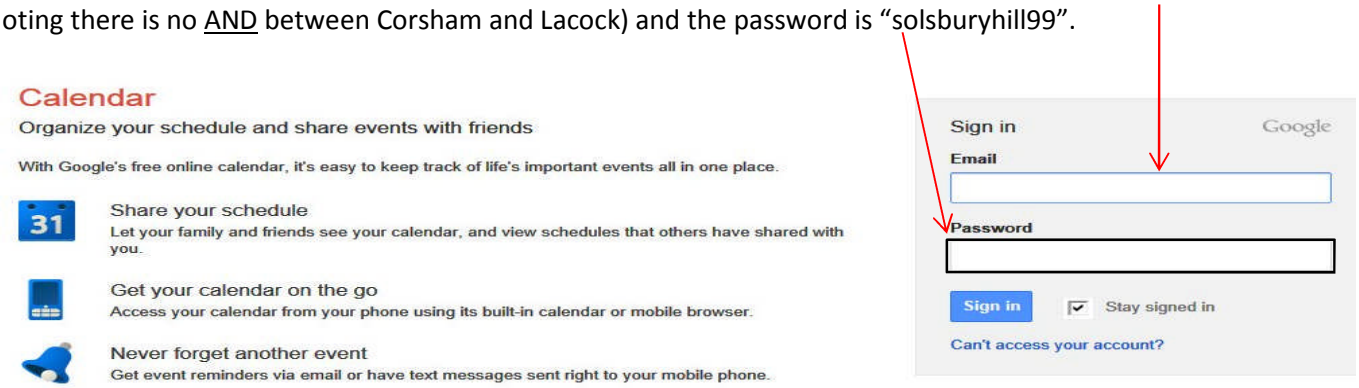
The website contains 7 calendars one for each of the 5 churches, a separate one for the Team and one containing the Lectionary. On entering the website the calendars are combined into a single view but any combination of these calendars can be viewed by *clicking* on the small down arrow on the top right of the calendar display.

Each calendar can be updated without needing to log into the admin area of the website. Simply click on the Google Calendar button.

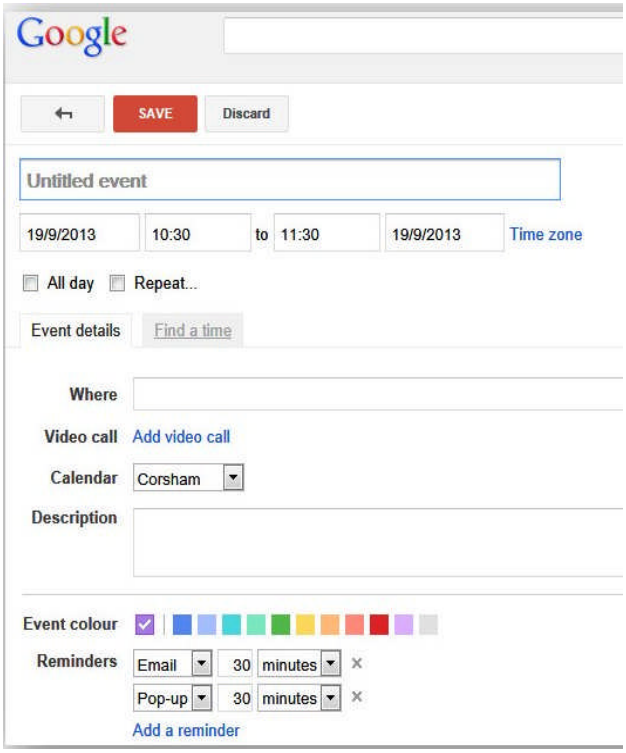
The team are now using the Google calendar embedded in the website as the "Master" for all team events.

A1. Sign into the Calendar.

You will be presented with the sign-in screen as below. The user name is: corshamlacockchurches@gmail.com, (noting there is no AND between Corsham and Lacock) and the password is "solsburyhill99".


Calendar
Organize your schedule and share events with friends
With Google's free online calendar, it's easy to keep track of life's important events all in one place.
Share your schedule
Let your family and friends see your calendar, and view schedules that others have shared with you.
Get your calendar on the go
Access your calendar from your phone using its built-in calendar or mobile browser.
Never forget another event
Get event reminders via email or have text messages sent right to your mobile phone.
Sign in
Google
Email
Password
Sign in
Stay signed in
Can't access your account?

A2. Add a Calendar entry



-- Click **CREATE** in the Red box top left.

-- Give the event a title. *Please add in brackets at the start of the title: (BH) for Bowden Hill, (C) for Corsham, (G) Gastard, (L) Lacock, (N) Neston, (T) Team so that the combined calendar easily identifies the sponsoring parish.*

-- On the next line down enter the correct date and to/from times.

-- Select All day or Repeat as required; selecting Repeat will bring up a window to select repeat options (see A3 below).

-- Against "Where" enter the location of venue details using the "Text to Enter" cell in the table below to ensure Google maps correctly identifies the location; *if the location you want is not shown enter the venue name and after saving see where the map directs. Leaving this blank supresses the map option but you can still put the venue in the Brief Description field instead.*

Location	Text to enter
St Anne's Church, Bowden Hill	Bowden Hill, SN15 2PP
Gastard Church	Gastard Church, SN13 9QS
Corsham Church	St Bartholomew's Church, Corsham, SN13 0BY
Church House, Corsham	3 Church Street, Corsham, Wiltshire SN13 0BY
Neston Church	St Philip & St James C of E Church, Church Rise, Corsham SN13 9SX
Lacock Church	St. Cyriac's C of E Church, Church Street, Lacock, SN15 2LB
Corsham Town Hall	Town Hall, 65 High Street, Corsham, Wiltshire SN13 0EZ

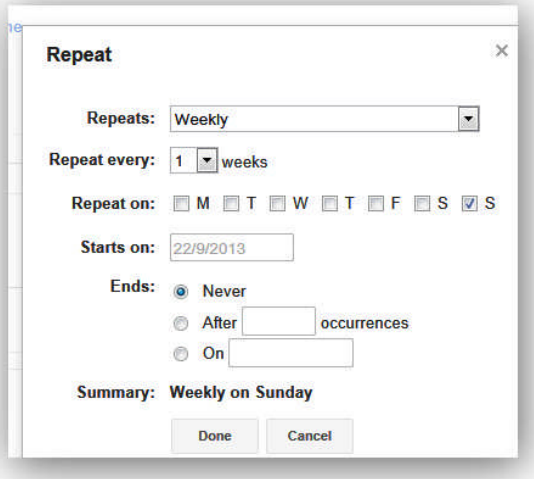
- In "Calendar" select which Church/Parish the event is for: if a Team event select the team Calendar
- If required enter a short description: *this is displayed when the event is selected.*
- Add your details as content owner at the end of the description and the date of the entry so that any enquiries or changes can be directed to you.
- The event colour is prepopulated depending upon the calendar you have selected above.
- At the top of the page press **SAVE** in the red box.

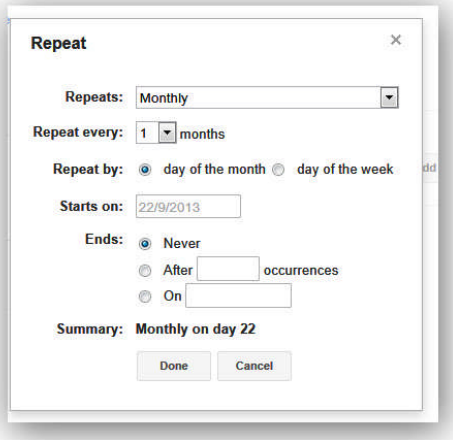
A3. Repeat entries.

The calendar allows for a single entry where events are repeated on a regular basis: Your choices are:

- Daily.
- Weekdays Monday to Friday.
- Monday, Wednesday and Friday.
- Tuesdays and Thursdays.
- Weekly – this will also allow you to select which day(s) of the week are to be included.
- Monthly – this also permits selection of either a specific day in the month or a day of the week.
- Yearly, which will be a particular day and month.

- When you tick the **REPEAT** box above you will see a screen similar to that below:



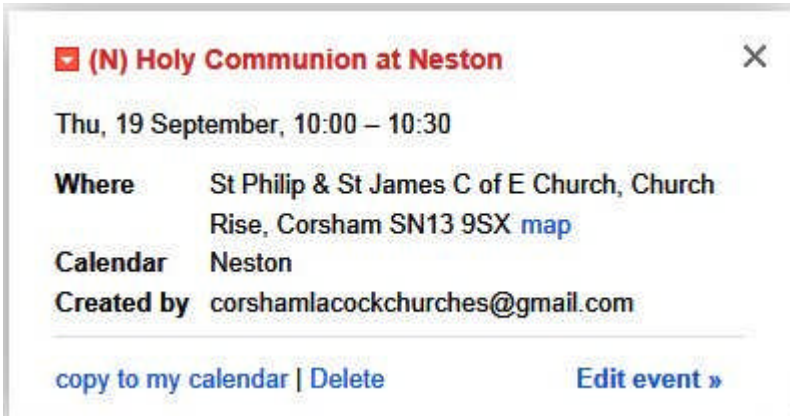


Select the repeat type and select days or day of the month/week as required.

The start date will normally be greyed out as this has already been selected in the previous screen. The end of the event can be "never", or after a number occurrences or on a specific date. The summary will show you the result of your selections and when correct click on **DONE;** this returns you to the previous screen.

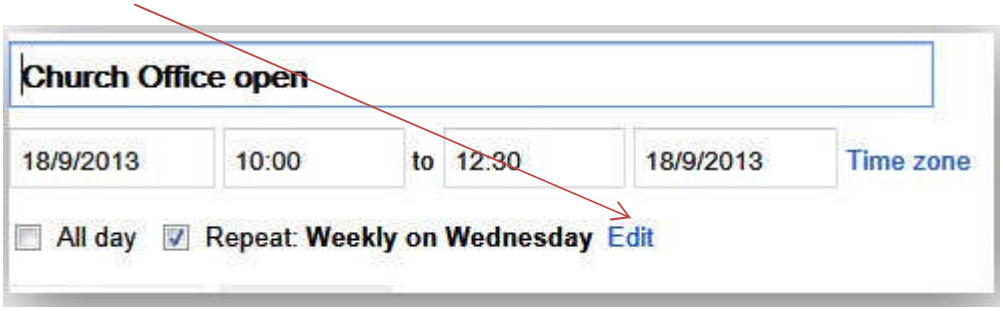
A4. Editing an existing entry

Clicking on an entry should bring up this box


(N) Holy Communion at Neston
Thu, 19 September, 10:00 – 10:30
Where St Philip & St James C of E Church, Church Rise, Corsham SN13 9SX map
Calendar Neston
Created by corshamlacockchurches@gmail.com
copy to my calendar | Delete
Edit event »

Click on Delete to remove the entry or edit event to change some details

Double clicking the entry or selecting Edit Event will present you with a screen similar to the Create screen. Just change the details as if you were creating a new entry. If it is a repeating entry the word "edit" appears next to the repeat option and will open the repeat screen.



- If you make any changes press the red **SAVE** button to accept the changes.
- To “discard changes” click this text to the right of the SAVE box.
- To go back click on the left arrow ⮌ to the left of the SAVE box.
- To delete the entry on the word “Delete” to the right of the SAVE box.

Remember to sign out from the calendar when you have completed your entries.

Appendix B - Dropbox

Dropbox is a “cloud” storage facility (a storage space on the internet) where large data items such as photos, docs, videos, and files can be stored. Anything you add to Dropbox will automatically show up on all your computers, phones and even the Dropbox website — so you can access your files from anywhere.

We use the Dropbox facility as a shared space for photos and other media to be loaded onto the website or for use elsewhere, which it would be difficult to send by email because of the size. We can store, for example, all the photos from Flame of Hope, and then chose which ones to upload.

Dropbox offers easy ways to share files or folders. Shared folders are ideal for groups of people who work on the same files together. When you create a shared folder and add other people to it, its files will appear in their Dropbox just as they do in yours. Any member of the folder can add, delete, or edit files within that folder.

To use Dropbox download and install the application software from www.dropbox.com. Once you have signed up and logged in there is a “getting started” section which will give you the best guidance.

To join the St Bart’s folder send an email to admin@corshamandlacockchurches.org.uk. An Invite will then be sent to you which when you accept will add the folder to your dropbox shared folders. Now you should be able to access the files.

Note: when new files are added by other people, then next time you log in to Dropbox your computer will take some time to synchronize with the files so please be patient.